



STAFF REPORT
BOARD MEETING DATE: January 12, 2016

CM/ACM ___
Finance ___
DA ___
Risk Mgt. ___
HR ___
Other ___

DATE: December 21, 2015
TO: Board of County Commissioners
FROM: Erin Dixon, Fiscal Compliance Officer, Washoe County Health District
775-328-2419, edixon@washoecounty.us
THROUGH: Anna Heenan, Administrative Health Services Officer
SUBJECT: Approve amendments totaling an increase of \$53,140 in both revenue and expense to the FY 16 CDC Public Health Preparedness – FY16 Carryover, IO 11294; and if approved direct the Comptroller’s office to make the appropriate budget adjustments (All Commission Districts)

SUMMARY

The Washoe Board of County Commissioners must approve amendments to the adopted fiscal year budget and direct the Comptroller’s Office to make the appropriate budget adjustments.

The Washoe County Health District received a Notice of Subgrant Award from the Division of Public and Behavioral Health for the period November 1, 2015 through June 30, 2016 in the total amount of \$56,382 in support of the CDC Public Health Preparedness Carryover Grant Program. A copy of the first page of Notice of Subgrant Award is attached.

District Board of Health strategic priority: Prepare for and respond to public health threats.

PREVIOUS ACTION

There has been no previous action taken by the Board this fiscal year.

BACKGROUND

The Nevada Division of Public and Behavioral Health awarded the Public Health Preparedness Program \$56,382 (with \$5,638.20 or 10% match) for the period November 1, 2015 through June 30, 2016. Funds will be used to support contractual, supplies, and indirect.

The FY16 CDC Carryover funds were not projected in the FY16 budget. The total award amount is \$56,382. A budget amendment in the amount of \$53,140 is necessary to bring the Notice of Subgrant Award into alignment with the program budget. A budget adjustment is not necessary for the indirect revenue.

FISCAL IMPACT

The FY16 budget did not include any funding for this grant. A budget amendment in the amount of \$53,140 is necessary to bring the Notice of Grant Award into alignment with the program budget.

Should the Board approve these budget amendments, the total adopted FY16 budget will be increased by \$53,140 by adjustments to the following accounts:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-11294	-431100 Federal Revenue	\$53,140
	Total Revenue	\$53,140
	-710100 Professional Svcs	44,282
	-710300 Operating Supplies	8,858
	Total Expenditures	\$53,140

RECOMMENDATION

Staff recommends that the Washoe Board of County Commissioners approve amendments totaling an increase of \$53,140 in both revenue and expense to the FY 16 CDC Public Health Preparedness – FY16 Carryover, IO 11294; and if approved direct the Comptroller’s office to make the appropriate budget adjustments.

POSSIBLE MOTION

Move to approve amendments totaling an increase of \$53,140 in both revenue and expense to the FY 16 CDC Public Health Preparedness – FY16 Carryover, IO 11294; and if approved direct the Comptroller’s office to make the appropriate budget adjustments.



State of Nevada
 Department of Health and Human Services
Division of Public & Behavioral Health
 (hereinafter referred to as the Division)

HD #: 15248
 Budget Account: 3218
 Category: 22
 GL: 8516
 Job Number: 9306915
 Function #: 3333

NOTICE OF SUBGRANT AWARD

Program Name: Public Health Preparedness Program Preparedness, Assurance, Inspections, Statistics (PAIS)		Subgrantee Name: Washoe County Health District (WCHD)																	
Address: 4150 Technology Way, Suite #200 Carson City, NV 89706-2009		Address: 1001 East Ninth Street / PO Box 11130 Reno, NV 89520																	
Subgrant Period: November 1, 2015 to June 30, 2016		Subgrantee's: EIN: 88-6000138 Vendor #: T40283400Q Dun & Bradstreet: 073786998																	
Purpose of Award: These carryover funds are intended to demonstrate achievement in PHEP activities that are outlined in the CDC grant guidance.																			
Region(s) to be served: <input type="checkbox"/> Statewide <input checked="" type="checkbox"/> Specific county or counties: Washoe																			
Approved Budget Categories:		Disbursement of funds will be as follows:																	
<table style="width: 100%; border-collapse: collapse;"> <tr><td>1. Personnel</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>2. Travel</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>3. Supplies</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>4. Equipment</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>5. Contractual/Consultant</td><td style="text-align: right;">\$ 44,282.00</td></tr> <tr><td>6. Other</td><td style="text-align: right;">\$ 8,858.00</td></tr> <tr><td>7. Indirect</td><td style="text-align: right;">\$ 3,242.00</td></tr> <tr><td>Total Cost:</td><td style="text-align: right;">\$ 56,382.00</td></tr> </table>		1. Personnel	\$ 0.00	2. Travel	\$ 0.00	3. Supplies	\$ 0.00	4. Equipment	\$ 0.00	5. Contractual/Consultant	\$ 44,282.00	6. Other	\$ 8,858.00	7. Indirect	\$ 3,242.00	Total Cost:	\$ 56,382.00	Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures <i>specific to this subgrant</i> . Total reimbursement will not exceed \$56,382.00 during the subgrant period.	
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Total Cost:	\$ 56,382.00																		
Source of Funds:		% of Funds:	CFDA:																
1. Centers for Disease Control and Prevention (CDC)		100%	93.069																
Federal Grant #: 5U90TP000534-04																			
Terms and Conditions: In accepting these grant funds, it is understood that:																			
<ol style="list-style-type: none"> 1. Expenditures must comply with appropriate state and/or federal regulations; 2. This award is subject to the availability of appropriate funds; and 3. The recipient of these funds agrees to stipulations listed in the incorporated documents. 																			
Incorporated Documents:																			
Section A: Assurances; Section B: Description of Services, Scope of Work and Deliverables; Section C: Budget and Financial Reporting Requirements; Section D: Request for Reimbursement; Section E: Audit Information Request; Section F: Business Associate Addendum; Attachment 1: Match Certification Attachment 2: Detailed Work Plan																			
	Signature	Date																	
Kitty Jung, Chair Washoe County District Board of Health	<i>[Signature]</i> for K. Jung	12/1/15																	
Erin Lynch Health Program Manager II, PHP																			
Chad Westom Bureau Chief, PAIS																			
for Cody L. Phinney Administrator, Division of Public & Behavioral Health																			